
OSH Training Records

Presented by: ETTA Bureau, (919) 707-7876

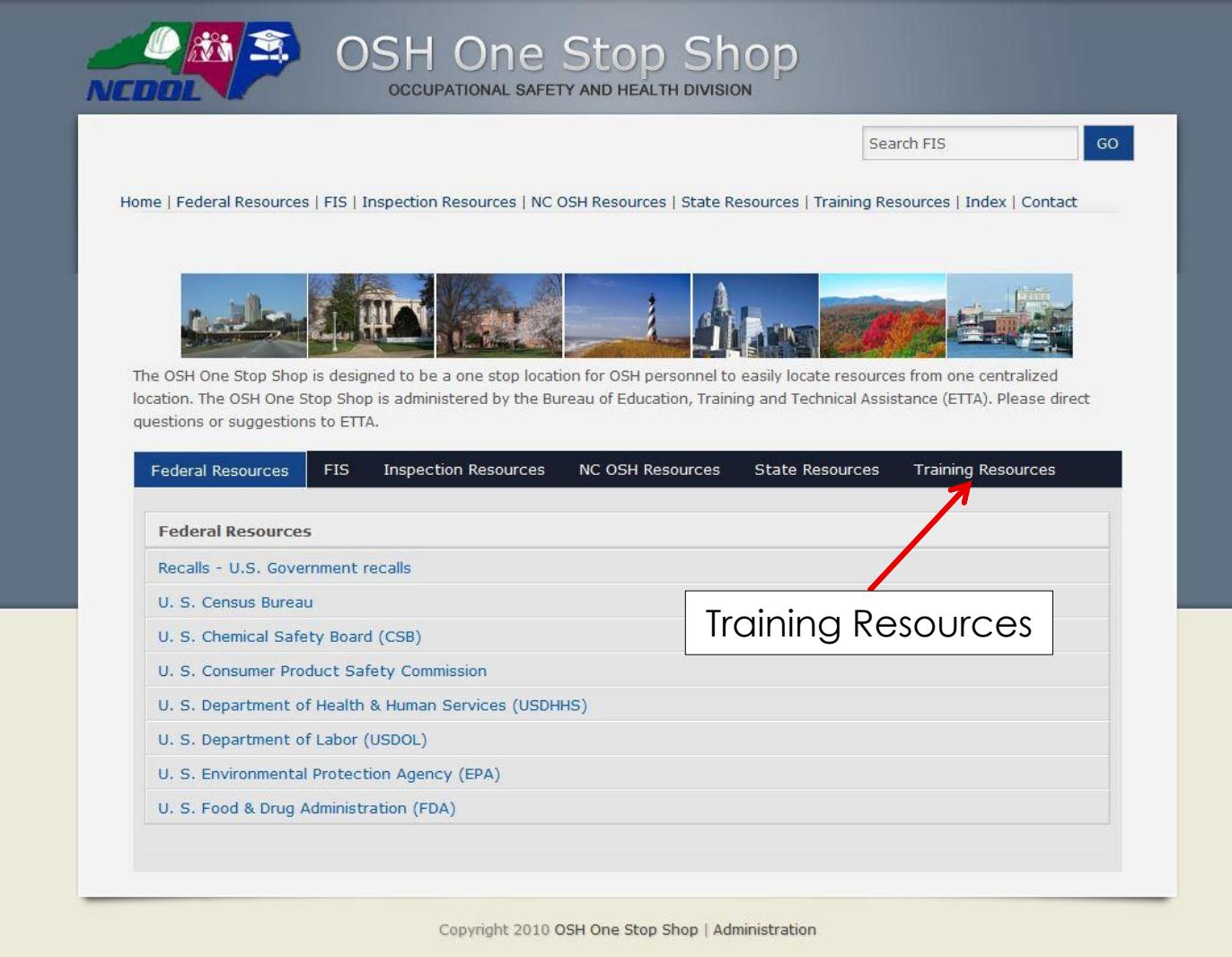
Objectives

- How to Access Training Records Database
- How to Read Your Training Records
- Submitting Training Documentation
- CourseMill Webinars (OTI)
- FAQ's

Benefits

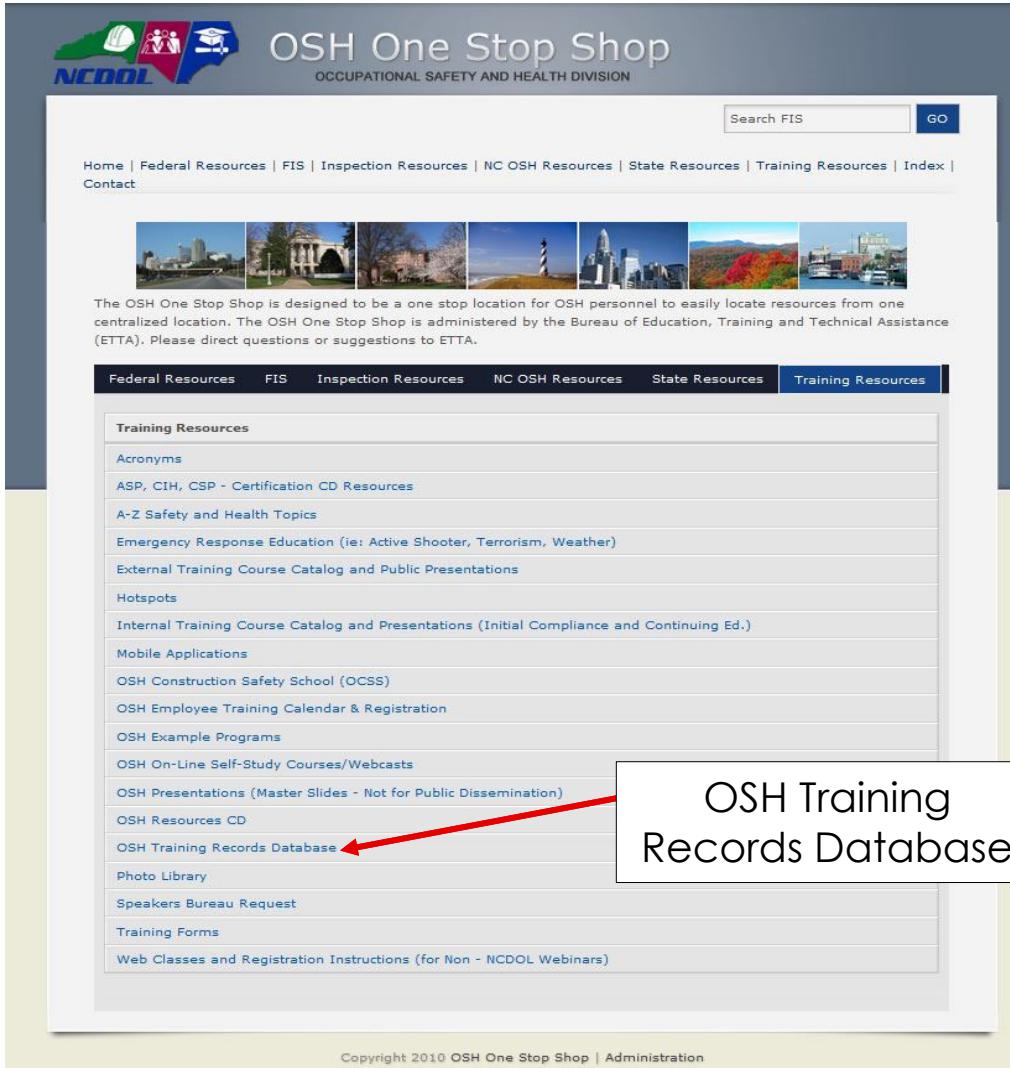
- Less Paperwork
- Less Work overall
- If needed for legal purposes
- Complete Training Records For:
 - Appraisals
 - Certifications
 - Federal Audit
 - Personal reference
 - Seeking employment

OSH Training Records Database



The screenshot shows the homepage of the OSH One Stop Shop. At the top, there is a logo for NCDOL (North Carolina Department of Labor) featuring a map of North Carolina with icons for a hard hat, people, and a graduation cap. The text "OSH One Stop Shop" and "OCCUPATIONAL SAFETY AND HEALTH DIVISION" is displayed. Below the logo is a navigation bar with links: Home, Federal Resources, FIS, Inspection Resources, NC OSH Resources, State Resources, Training Resources, Index, and Contact. A search bar with a "GO" button is also present. Below the navigation is a row of seven small images representing various locations or resources. A main text block states: "The OSH One Stop Shop is designed to be a one stop location for OSH personnel to easily locate resources from one centralized location. The OSH One Stop Shop is administered by the Bureau of Education, Training and Technical Assistance (ETTA). Please direct questions or suggestions to ETTA." Below this is a menu bar with tabs: Federal Resources, FIS, Inspection Resources, NC OSH Resources, State Resources, and Training Resources. The "Training Resources" tab is highlighted with a red arrow pointing to it. To the right of this tab is a box containing the text "Training Resources". The footer of the page includes the copyright notice "Copyright 2010 OSH One Stop Shop | Administration".

OSH Training Records Database



The OSH One Stop Shop is designed to be a one stop location for OSH personnel to easily locate resources from one centralized location. The OSH One Stop Shop is administered by the Bureau of Education, Training and Technical Assistance (ETTA). Please direct questions or suggestions to ETTA.

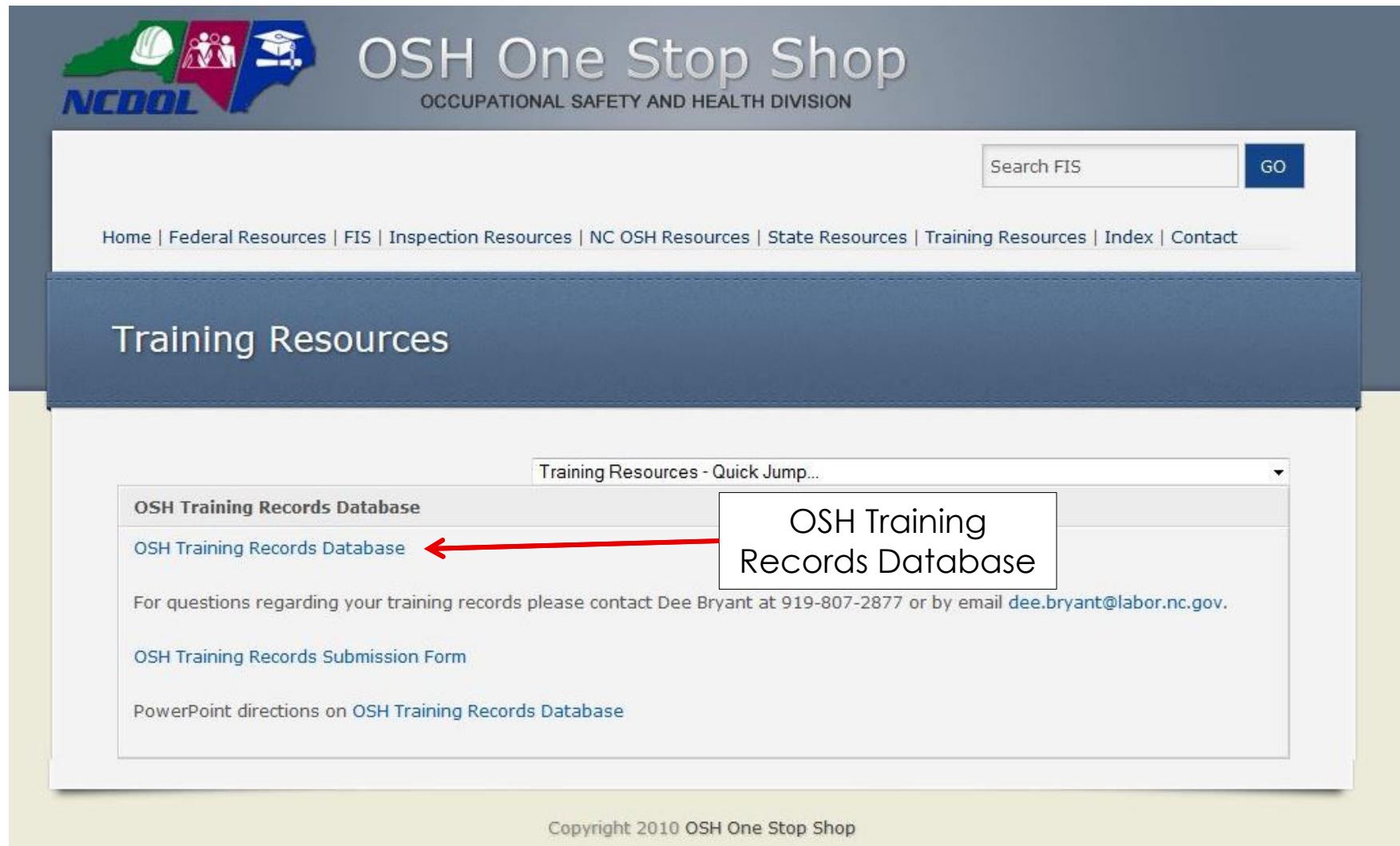
[Federal Resources](#) [FIS](#) [Inspection Resources](#) [NC OSH Resources](#) [State Resources](#) [Training Resources](#)

Training Resources

- [Acronyms](#)
- [ASP, CIH, CSP - Certification CD Resources](#)
- [A-Z Safety and Health Topics](#)
- [Emergency Response Education \(ie: Active Shooter, Terrorism, Weather\)](#)
- [External Training Course Catalog and Public Presentations](#)
- [Hotspots](#)
- [Internal Training Course Catalog and Presentations \(Initial Compliance and Continuing Ed.\)](#)
- [Mobile Applications](#)
- [OSH Construction Safety School \(OCSS\)](#)
- [OSH Employee Training Calendar & Registration](#)
- [OSH Example Programs](#)
- [OSH On-Line Self-Study Courses/Webcasts](#)
- [OSH Presentations \(Master Slides - Not for Public Dissemination\)](#)
- [OSH Resources CD](#)
- [OSH Training Records Database](#)
- [Photo Library](#)
- [Speakers Bureau Request](#)
- [Training Forms](#)
- [Web Classes and Registration Instructions \(for Non - NCDOL Webinars\)](#)

Copyright 2010 OSH One Stop Shop | Administration

OSH Training Records Database



OSH One Stop Shop
OCCUPATIONAL SAFETY AND HEALTH DIVISION

Search FIS

[Home](#) | [Federal Resources](#) | [FIS](#) | [Inspection Resources](#) | [NC OSH Resources](#) | [State Resources](#) | [Training Resources](#) | [Index](#) | [Contact](#)

Training Resources

Training Resources - Quick Jump...

- OSH Training Records Database**

[OSH Training Records Database](#) 

OSH Training Records Database

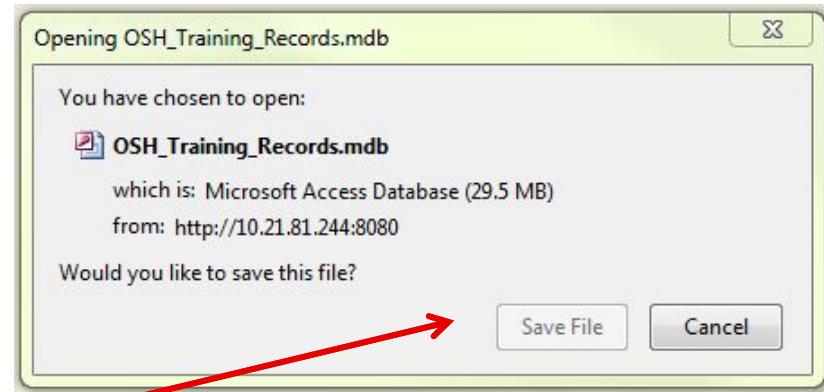
For questions regarding your training records please contact Dee Bryant at 919-807-2877 or by email dee.bryant@labor.nc.gov.

[OSH Training Records Submission Form](#)

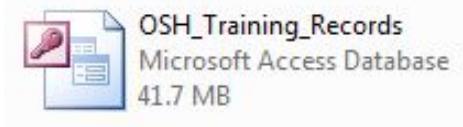
[PowerPoint directions on OSH Training Records Database](#)

Copyright 2010 OSH One Stop Shop

OSH Training Records Database



Save File to Desktop (easily accessibility)



Look for Training Records on your desktop, double click to open.

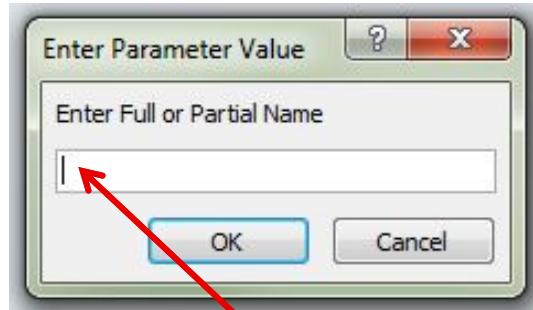
NOTE: Remember to delete the database from your desktop after you have printed your records.

OSH Training Records Database



Will let you know the last time the database was updated, on the One Stop Shop.

To Access Your Training Record



Enter first and/or last name. The more specific the better. The database is not case sensitive.

OSH Training Records Database



Training Records
Cory Dunphy
EOD 1/1/2011
CSHO ID P3482
ETTA

Initial Compliance Course #100 Completion Date	4/8/2011	Safety and Health Management Systems #245 Completion Date	6/21/2016
Intro to Safety Standards for Safety Officers #105 Completion Date	3/4/2011	Introduction to On-site Consultation #1500 Completion Date	
Accident Investigations #123 Completion Date <input type="checkbox"/>	4/14/2016	Legal Aspects #141 Completion Date	4/14/2016
Intro to Health Standards for Industrial Hygienists #125 Completion Date	5/25/2011	Incident Command System #100 Completion Date	2/10/2011
Investigative Interviewing Techniques #131 Completion Date <input type="checkbox"/>	4/14/2016	Incident Command System #200 Completion Date	4/11/2011
Technical Writing Completion Date	4/14/2011	Incident Command System #700 Completion Date	2/20/2012
<i>check mark indicates completed course equivalent</i>			
Defensive Driving			
12/13/2011			

CERTIFICATIONS/ DESIGNATIONS

<input checked="" type="checkbox"/> OCSS	<input checked="" type="checkbox"/> MESH	<input type="checkbox"/> ADV - MESH	<input type="checkbox"/> CPM	<input type="checkbox"/> CHSP
<input checked="" type="checkbox"/> ASP	<input checked="" type="checkbox"/> C - MESH		<input type="checkbox"/> GSP	<input type="checkbox"/> CHST
<input type="checkbox"/> CSP	<input checked="" type="checkbox"/> PS - MESH		<input type="checkbox"/> OHST	<input type="checkbox"/> CET
<input type="checkbox"/> CIH	<input checked="" type="checkbox"/> IH - MESH	<input type="checkbox"/> PE	<input type="checkbox"/> CHMM	<input type="checkbox"/> STS

NOTE:

P: Partial Credit
C: Completion

Monday, July 15, 2019

Page 1 of 6

Your Name, Bureau and
EOD Date (Entry Day of Duty)
CSHO ID & Bureau

Core Courses

This section is when you've completed your core courses.

This section will have only the most recent Core Classes you've taken a core class more than once it will still show in your training records.

Certifications you've received

Training Documentation

Send Certificate

500/501
(Send Certificate and Card)

External Training
(Send Certificate and/or Card)

Safety Schools / Conferences

HAZWOPER
(Send Certificate **and** Card)

FEMA Courses

All USDOL/OSHA/OTI
Training

Any and All Training
You Receive a Certificate For

Training Documentation

NCDOL Certificates you'll receive

Core Courses

100
105
123/131
125
141
345

Technical Writing

ETTA Webinars

Training Documentation

Do not send Certificate/Documentation

OSH Internal Training
(ie: Core, PSM, CPR, etc)

Bureau Meetings

ETTA Webinars

District Meetings

Individual Training Topic

OSH Division Training

External Training (No Certificate Given)

- Complete Training Submission Form, located on the One Stop Shop
- This form is NOT needed if you have a certificate.
- Needed if:
 - National Safety Council webinars
 - Third party webinars
 - Other third party training



OSH Training Attendance Record

Please submit this form to your supervisor for all training, seminars, conferences, workshops, etc. that you attended but *did not receive a certificate or when there was no training roster*. Then fax this form to ETTA 919-807-2876 to be entered into the OSH Division Training Records Database. This information will be used to maintain your individual education and training record. *Please note: If you received a training certificate or signed a roster, it is not necessary to complete this form; just send ETTA a copy of your certificate or a copy of the roster. For ETTA sponsored events, you do not need to send ETTA a copy of the roster.*

Name:	[Form field]	
Bureau:	~ Select One ~	
Training Title:	[Form field]	
Hours Trained:	hours	minutes
Date(s) of Training:	/ / - / / /	
Location:	[Form field]	
Comments	[Form field]	
Training Provided by (Check One):		
<input type="checkbox"/> NCDOL <input type="checkbox"/> OSH Division		
<input type="checkbox"/> USDOL – Federal OSHA <input type="checkbox"/> Safety and Health Council of NC		
<input type="checkbox"/> National Safety Council <input type="checkbox"/> NCSU Industry Expansion Solutions		
<input type="checkbox"/> OSHA Training Institute (OTI) <input type="checkbox"/> Other:		
Supervisor Signature Verification: _____		
Date: _____		

Revised March 6, 2017

If you have any questions, contact Dee Bryant at (919) 707-7858.

External Training (No Certificate Given)

- Your Name
- Bureau (not district)
- Training Event
 - Complete Course Title
- Hour(s) Trained
- Date(s) Trained
- Location
- Comments
- Training Provided By
- Supervisors Signature



OSH Training Attendance Record

Please submit this form to your supervisor for all training, seminars, conferences, workshops, etc. that you attended but *did not receive a certificate or when there was no training roster*. Then fax this form to ETTA 919-807-2876 to be entered into the OSH Division Training Records Database. This information will be used to maintain your individual education and training record. *Please note: If you received a training certificate or signed a roster, it is not necessary to complete this form; just send ETTA a copy of your certificate or a copy of the roster. For ETTA sponsored events, you do not need to send ETTA a copy of the roster.*

Name:		
Bureau:	~ Select One ~	
Training Title:		
Hours Trained:	hours	minutes
Date(s) of Training:	/ / - / / /	
Location:		
Comments		

Training Provided by (Check One):

<input type="checkbox"/> NCDOL	<input type="checkbox"/> OSH Division
<input type="checkbox"/> USDOL – Federal OSHA	<input type="checkbox"/> Safety and Health Council of NC
<input type="checkbox"/> National Safety Council	<input type="checkbox"/> NCSU Industry Expansion Solutions
<input type="checkbox"/> OSHA Training Institute (OTI)	
<input type="checkbox"/> Other:	

Supervisor Signature Verification: _____

Date: _____

*Revised March 6, 2017
If you have any questions, contact Dee Bryant at (919) 707-7858.*

OSH Internal Training

- Register online thru the OSH One Stop Shop
- Please register correctly and be sure of accuracy of spelling and email addresses
- Register using your official NCDOL email address and phone number
- If your information is incorrect you may be removed and have to re-register with corrected information

OTI Webinars

- New Staff Members
 - Complete Student Data Form for OTI and to be entered into Training Records Database.
 - When you send the form please include your CSHO ID and EOD date (entry day of duty)

STUDENT DATA FORM		US DEPARTMENT OF LABOR		FORM APPROVED
		Occupational Safety and Health Administration		OMB NO. 1218-0172
COURSE DATA				
Course Number/Title:				
Course Dates:		Scheduled Offering ID (if available):		
PERSONAL DATA				
Last Name:		First Name:		
Email Address:				
Phone Number:		Job Specialization:		
ORGANIZATION DATA				
Organization Name: North Carolina Department of Labor				
Street Address: 1101 Mail Service Center				
City: Raleigh		State: NC		Postal Code: 27699-1101
Country: USA				
SUPERVISOR DATA				
Name of Supervisor:				
Supervisor Email:		Supervisor Phone:		
STUDENT GROUP (complete this section by making a single selection from only ONE of the following group sections 1-4 below)				
1. FEDERAL OSHA				
<input type="checkbox"/> National Office <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10				
2. STATE OSHA				
<input type="checkbox"/> Enforcement		<input type="checkbox"/> Consultation		
3. OTHER GOVERNMENT AGENCY				
<input type="checkbox"/> Federal		<input type="checkbox"/> State		<input type="checkbox"/> Local
4. PRIVATE SECTOR				
<input type="checkbox"/> Employer Representative		<input type="checkbox"/> Government Contract		<input type="checkbox"/> Employee Representative
		<input type="checkbox"/> International		

OTI Webinars

Federal Resources	FIS	Inspection Resources	NC OSH Resources	State Resources	Training Resources
Training Resources					
Acronyms					
A-Z Safety and Health Topics					
Certifications & Resources					
CSHO Progression Notebook					
Emergency Response Education (ie: Active Shooter, Terrorism, Weather)					
Equipment Loaner Request					
External Training Course Catalog and Public Presentations					
Hotspots					
Internal Training Course Catalog and Presentations (Initial Compliance and Continuing Ed.)					
NCDOL Publications					
OSH Construction Safety School (OCSS)					
OSH Employee Training Calendar & Registration					
OSH Example Programs					
OSH On-Line Self-Study Courses/Webcasts					
OSH Outreach Correspondence					
OSH Presentations (Master Slides - Not for Public Dissemination)					
OSH Training Records Database and Information					
OTI Webinar and Registration Information					
Photos/PPTs - Frequently Asked Questions					
Speakers Bureau Request					

Training Resources

OTI Webinar and
Registration
Information

OTI Webinars

OTI Webinar and Registration Information

As a reminder you must always get your supervisors' approval before taking any OTI webinars.

New Employee Information: To view any webinars (live or archived), all employees must complete a Student Data Form, complete the typeover sections only.

- [Student Data Form](#) ←
- [Instructions for Student Data Form](#) - Once completed email to [Dee Bryant](#) or fax to 919-707-7858.

Student Data Form and Instructions

Current and Previous Webinar Information:

- [Webinar Information \(Rosters and PowerPoints\)](#) ←
- [Instructions for OTI Roster](#)

Live and Previously Recorded

View Archived Webinars with Instructions:

- [List of Archived OTI Webinars](#) ←
- [Course Mill Website](#) ←
- [Instructions to access Course Mill Website](#)
- [User ID's](#)

List of all OTI Archived Webinars

View Archived (Pre-recorded) OTI webinars

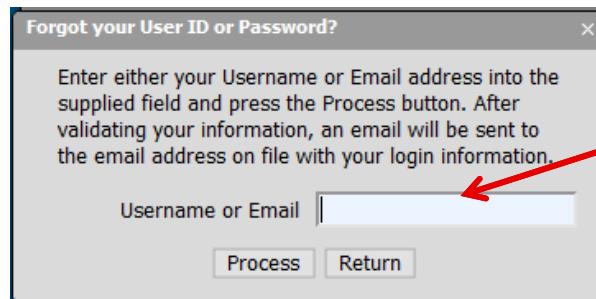
These webinars are for NCDOL employees only and may not be distributed to the public.

OTI Webinars

Before you can access the archived Webinars, you must first be in the system. This could take up to 2 weeks after I've received the Student Data Form



Click on "Forgot your User ID or Password"



Enter your email and follow the prompts

If you need additional assistance call Jay at 919-707-7858

FAQ's

Q: What if I have old training from previous employers?

A: You can submit certificates, I will enter into your training records that are relevant to OSH.

Q: What if I am from another state plan or Federal OSHA and have previous OSHA training?

A: Please submit training certificates and/or cards.

FAQ's

Q: What if I leave OSH and return, what about my training records from my previous employment here

A: Great question, it happens all the time. I do not delete anyone from the database, however you will need to complete another Student Data Form for OTI.

Q: What if there is an error?

A: Call me and we'll get it sorted out.

Thank You For Attending!

Final Questions?

Jay Cronley
919-707-7858

Jay.cronley@labor.nc.gov